(12)

संख्या- A-35014/01/2019-Lokpal/

भारत सरकार

Government of India लोकपाल सचिवालय

Secretariat of Lokpal गरेका संर

6308 02/12/19 64/12/19 R-G

The Ashok Hotel, Chanakyapuri, New Delhi, dated 13th November, 2019

To,

The Secretary/The Head of the Department, All Ministries/ Departments Government of India

Subject:-Filling up of two posts (subject to variation) in the cadre of Court Master, Lokpal on Transfer on Deputation /Transfer in the Office of Lokpal.

Sir,

I am directed to state that applications are invited for appointment by Transfer on Deputation /Transfer to the post of Court Master (Shorthand), Lokpal from the eligible candidates working in the Ministries/Departments of the Central Government and Autonomous/Constitutional Organizations/ Bodies following Central Government Rules/norms/procedures/pay scales etc. The Conditions of the Service will be same as that of Supreme Court Officers & Servants (Conditions of Service and Conduct) Rules, 1961.

The details of the pay scale, eligibility criteria, tenure etc. is as under:-

Pay Scale	Pay scale of PB-3 i.e. 15600-39100 + GP Rs.6600/- [pre-revised] and revised Level 11 of 7th CPC Pay Matrix.
Eligibilty Criteria	The Officers who are an employee of the Central Government/Public Sector Undertakings/Statutory Bodies following Central Government Rules/ norms /procedures/pay scales and holding analogous post on regular basis in the cadre of Private Secretary/Senior PA/PA/Senior Stenographer in the parent Cadre/ Central Government/Public Sector Undertakings/Statutory Bodies and having (i) five years regular service in posts in PB-2 Rs.9300-34,800/- + Grade Pay Rs.4600/- and above in the parent Cadre/Department (ii) degree of law from a recognized University of India and (iii) Shorthand with a speed of 120 w.p.m. in shorthand (English).
Tenure	The period of deputation including period of deputation in another excadre post held immediately preceding this appointment in the same or some other Organization or Department of Central Government shall ordinarily not exceed three years.
Age	The Officers should not have crossed the age of 56 years as on the closing date of receipt of application.

- 2. The Pay and Allowance and the other terms & conditions of the officers selected for appointment on deputation basis will be governed by the provisions contained in the DoP&T's OM No. 6/08/2009-Estt(Pay.II) dated 17.06.2010 and relevant amendments thereafter.
- 3. Applications of the willing officers may be forwarded in the enclosed Annexure through proper channel, to the Under Secretary, Lokpal, Oudh Corridor , The Ashok Hotel, Chanakyapuri, New Delhi-110021 by 15th December, 2019 .

- While forwarding the application in the prescribed format, the following documents may also be sent along with the application:-
 - NOC from the Parent Department/Office for appointment on this post in the Office of (a)
 - CR Dossier/Attested copies of the ACRs/APAR of the applicant for the last five years. (b)
 - Vigilance Clearance, Integrity certificate and details of penalties imposed, if any, during the last 10 years on the Officer. This should be duly signed by the authorized (c) Officer.
- The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Yours faithfully,

(अरुण कुमार /Arun Kumar) अवर सचिव /Under Secretary

लोकपाल सचिवालय/Secretariat of Lokpal

S 011-24100180

Copy to:-

PPS to Hon'ble Chairperson, Lokpal 6.

PPS to Hon'ble Member, Lokpal 7.

PPs to Secretary, Lokpal 8.

Lokpal Division (for information and request for kin an arrangement to upload it on website of DoPT), DoP&T.

NIC for uploading on the website of Lokpal. 10:

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name an	d Address (in Block letters	1. 1			
2. Date of E	orth (in Christian ara).):			
[3.1) Date of	entry into service				
ii) Date of	retirement under Central	,			
State Govern	iment Rules	/			
4. Education	Qualification				
5. Whether	· F.J. · ·				
qualifications	required for the post a	ner			
satisfied. (If	any qualification has be	ire			
lucated as	eallivalent to it	1			
prescribed i	n the Rules, state th	ne			*
authority for t	the same)	ie		(A)	
Qualifications	Experience				
mentioned in	the advertisement/vacanc	s Qualific	ations /experi	ence possessed b	.,
circular	and davertisement/vacanc	У		possessed p	y the Officer
Essential					(4
(e) Qualifi	cations	Essentia			
(f) Experie	ence	(a) Qual	ifications		
Desirable		(b)Exper	ience		
(g) Qualific	ations	Desirabl			
(h) Experie	nce	(a) Quali	fications		
5.1 In the case of	of Degree and Post Gradua indicated by the candidate	(b)Experi	ence		
subject may he	indicated by the	tion Qualifi	cations Electiv	s/main subi	
6. Please state	clearly whether in the			ermani subjects a	nd subsidiary
light of entries	made by you above, you				
meet the	requisite Essential				
Qualifications a	requisite Essential nd work experience of				
6.1 Note: Borrow	ving Departments are to partion/Work experience po				
Essential Qualific	ation (Warl	rovide their	specific comp	nents/vie	
reference to the	ation/Work experience popost applied.	ssessed by	the Candidate	las indian	rming the relevant
*Important: Paul	Day 10 a			, maicated [[]	the Bio-data) with
should not be me	ation of the care ray granted	under ACP	/MACP are no	raa - 1.	
be mentioned D	etails of ACD/A	nd Grade P	ay/ Pay Scale	of the Death	ter and, therefore,
been drawn by th	eand & Grade Pay granted entioned. Only Pay band a etails of ACP/MACP with perfection of ACP/MACP with perfect to the condition of the conditi	oresent Pay	Band and Gr	ade Parent	on regular basis to
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Schen	ACP/IVIACP				
John	16				(40)
7. Nature of praces					
Temporary or Over	t employment i.e. Ad-hoc	or		41	
signature if the	lovment in change	order. Encl	OSB a spata at		
Office/Institution	ce below is insufficient.		ase a space sur	eet duly authenti	cated by your
onice/ Histitution	Fost field on Regular	From	То		
	basis		10	*Pay Band	Nature of
	*			and Grade	Duties (in
				pay/pay Scale	details)
				of the post	highlighting
				held on	experience
				regular basis	required for

				the post applied for
	Lis hold on deput	ation/		
In case the preser	nt employment is held on deput		s its ld Na	me of the post
ntract basis, please The date of litial ppointment	b) Period of appointmen deputation/contract	parent organizat which applicati belongs	office/ and f tion to held the capac	of the post in substantive
applications of suctadre/ Departme Clearance and Inte B.2 Note: Informa given in all cases v	where a person is holding a post organization but still maintain	above must be		
parent cadre/ orga	MIZALION			
	- in the nast b	y the applicant,		100 A
9. If any post he	d on deputation in the part m the last deputation and other	details.		
date of return no	III the iess and			
	talls about present employment her working under (indicate th	e name of your		
emolover against	the relevante cora			
a) Central Gove	rnment			
b) State Govern	Organization			
d) Governmen	Undertaking			
e) Others				
	aro workir	in the same		
nenartment ar	ate whether you are workin Id are in the feeder grade or		-	-
grade	I Day of yes p	ive the date from)	400
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which the revi	ploti. Le est la			
	- dans			Total Emoluments
13. Total emol Basic Pay w increment	uments per month now drawn ith Scale of Pay and rate o	Dearness relief/Other (with break-up	Allowances etc.	Total Emoluments
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_			not following the	Central
14. In case the	ne applicant belongs to an orga Pay Scales, the latest salary sli	nization which is ip issued by the (Organization show	
14. In case the Government following det	ne applicant belongs to an orga Pay Scales, the latest salary sli calls may be enclosed. With Scale of Pay and rate		Organization show	

Water !

15 A. Additional information, if any, relevant	
suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)	
(Note: Enclose a separate sheet, if the space is insufficient)	
15B. Achievements:	
The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official	
(iii) Affiliation with the professional bodies/institutions/societ es and;	
iv) Patents registered in own name or chieved for the organization Any research/innovative	***
measure involving official recognition i) Any other information. lote: Enclose a separate sheet, if the lace is insufficient)	
. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)
Address....
e-mail ID...
Contact No....
Date...

संख्या- A-35014/01/2019-Lokpal भारत सरकार Government of India लोकपाल सचिवालय Secretariat of Lokpal

The Ashok Hotel, Chanakyapuri, New Delhi, dated 13th November, 2019

To,

The Secretary/The Head of the Department, All Ministries/ Departments Government of India

Subject:-Filling up of one post (subject to variation) in the cadre of Court Steno, Lokpal on Transfer on Deputation/Transfer in the Office of Lokpal.

Sir,

I am directed to state that applications are invited for appointment on Transfer on Deputation/Transfer to the post of Court Steno, Lokpal from the eligible candidates working in the Ministries/Departments of the Central Government and Autonomous/Constitutional Organizations/Bodies following Central Government Rules/norms/procedures/pay scales etc. The Conditions of the Service will be same as that of Supreme Court Officers & Servants (Conditions of Service and Conduct) Rules, 1961.

The details of the pay scale, eligibility criteria, tenure etc is as under:-

Pay Scale	Pay scale of PB-2 Rs.9300-34,800/- + Grade Pay Rs.4800/- [pre-revised] and revised Level 8 of 7th CPC Pay Matrix.
Eligibilty Criteria	The Officers who are an employee of the Central Government/Public Sector Undertakings/Statutory Bodies following Central Government Rules/ norms cadre of Jr. Court Assistant in the parent Cadre/ Central Government/Public Sector Undertakings/Statutory Bodies and having (i) five years regular service in posts in pay scale in PB -2 Rs.9300-34800/- + Grade Pay Rs.4200/- and above in the parent Cadre/Department (ii) typing speed of 35 w.p.m. on computer.
Tenure	The period of deputation including period of deputation in another excadre post held immediately preceding this appointment in the same or some other Organization or Department of Central Government shall ordinarily not exceed three years.
Age	The Officers should not have crossed the age of 56 years as on the closing date of receipt of application.

- 2. The Pay and Allowance and the other terms & conditions of the officers selected for appointment on deputation basis will be governed by the provisions contained in the DoP&T's OM No. 6/08/2009-Estt(Pay.II) dated 17.06.2010 and relevant amendments thereafter.
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 - Vigilance Clearance, Integrity certificate and details of penalties imposed, if any, during the last 10 years on the Officer. This should be duly signed by the authorized (c) Officer.
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- Lokpal Division (for information and request for kin an arrangement to upload it on 3. website of DoPT), DoP&T.
- NIC for uploading on the website of Lokpal. 5.

BIO-DATA/CURRICULUM VITAE PROFORMA

	VEOTRICULUM VITAE PROFORMA
1. Name and Address (in Block letters):	T. Company
In (briction	
Date of entry into service	
") Date of retirement und	
State Government Rules	
4. Education Qualification	
5. Whether 5.	
5. Whether Educational and othe	r
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prescribed in the Rules, state the	
Qualifications/Experience required as mentioned in the advanta	Ouplificati
mentioned in the advertisement/vacancy	Qualifications / experience possessed by the Officer
	and the Officer
Essential	
(a) Qualifications	Essential
(b) Experience	(a) Qualifications
Desirable	(b)Experience
(c) Qualifications	Desirable
(d) Experience	(a) Qualifications
5.1 In the case of Degrae and D	(b)Experience on Qualifications Elective/main subjects and subsidiary
subject may be indicated by the candidate. 6. Please state classifications.	on Qualifications Elective /
6. Please state clearly whether in the	Tective/main subjects and subsidiary
light of entries made !	
light of entries made by you above, you meet the requisite	
Qualifications and work experience of the post.	
6.1 Note: Power	
Essential Owners	vide their specific comments/views confirming the relevant
reference to the distribution work experience poss	vide their specific comments/views confirming the relevant sessed by the Candidate (as indicated in the Bio-data) with
reference to the post applied.	cased by the Candidate (as indicated in the Rio day)
charled Pay Band & Grade Pay granted	nder 100 (all bio-data) with
be mentioned. Only Pay hand and	nder ACP/MACP are personal to the officer and, therefore, essent Pay Band and Grade Pay where such here for the post held on regular basis to
be mentioned. Details of ACP/MACP with pre-	Grade Pay/ Pay Scale of the Post held on regular basis to esent Pay Band and Grade Pay where such benefits have
been drawn by the Candidate may be indi	esent Pay Band and Grade Pay where such the Basis to
Pay, Pay Band and	d as below:
institution Grade Pay drawn	То
under ACP/MACP	10
Scheme	
7. Nature of present and	
7. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Porms	
Temporary or Quasi-Permanent or Permanent 7.1. Details of Employment i.e. Ad-hoc or	
signature if the	der. Enclose a spate sheet duly authenticated by your
signature, if the space below is insufficient.	er. Enclose a spate sheet duly authenticated by your
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	regular basis required for

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pointment		which applicati		parent organiz	ation
		belongs			
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B.1 Note: In case of of applications of such officer cadre/ Department alon	snould be for war and	ce, Vigilance			
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parent	the to the nect hy	the applicant,			1
9. If any post held on de	putation in the past by	details.			
date of return from the iss		1			
	i amalayaanti				
10.Additional details about Pleas state whether work	king under (indicate the	name of your			
employer against the rele	vant column				
a) Central Government					
h) State Government					
al Autonomous Organiz	ation				
d) Government Underta	aking				
e) Others					
who subs	ther you are working	in the same			
11. Please state wife	ther you are working the feeder grade or f	eeder to teeder			
Department and are		the date from			
grade	Scale of Pay? If yes, give place and also indicate	/e the date non	1		
which the revision tool	Scale of Payr II yes, and k place and also indicate	e the bic			
scale.		*			
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13. Total emoluments p	e of Pay and rate of	Dearness	Pay/Inter		
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			not following	the Central	
		insting which is	HOL TOHOWING		
14 In case the applic	ant belongs to an organ	ization which is	Organization :	showing the	
I - mont Pay Scal	ant belongs to an organ es, the latest salary slip	ization which is is issued by the (Organization s	showing the	
I - mont Pay Scal	25, 1110 14000	ization which is issued by the (noluments
following details may	be enclosed.		Pay/Inte	rim Total Er	noluments
following details may	25, 1110 14000		Pay/Inte	rim Total Er	moluments

CERTIFICATION BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He possesses educational qualifications and experience mentioned in the

Also certified that	2.	Also	certified	that
---------------------------------------	----	------	-----------	------

- There is no vigilance or disciplinary case pending/contemplated against i)
- ii) His integrity is certified.
- His CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- No major/minor penalty has been imposed on him during the last 10 years. iv)

Countersigned (Employer/Cadre Controlling Authority with Seal)

A. Additional information, if any, relevant		
the post you applied for in support of your uitability for the post. (This among other nings may provide information with regard to		
ver and above prescribed in the Vacancy		
Circular/Advertisement) Note: Enclose a separate sheet, if the space is		I.
nsufficient)	WWW.ACAMAY I SPECIAL CONTROL OF THE SPECIAL C	
.5B. Achievements: The candidates are requested to indicate Information with regard to;		
and special projects		
(ii) Awards/Scholarship/ Appreciation (iii) Affiliation with the professional bodies/institutions/societ		
ies and; (iv) Patents registered in own name or achieved for the organization		
(v) Any research/innovative		
(vi) Any other information. (Note: Enclose a separate sheet, if the space is insufficient)		0

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post The information/details provided by me are correct and true to the best of ray knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candida	ì	TE.	1
Address			
e-mail ID			
Contact No			
Date			